

**CITY OF FORT BRAGG
JOB DESCRIPTION**

JOB TITLE: GRANTS MANAGER

REPORTS TO: CITY MANAGER

TYPE: EXEMPT, MID-MGMT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in this classification. Specifications are **not** to reflect all duties performed within the job.*

POSITION SUMMARY:

A full-time position, under the direction of the City Manager, that plans, obtains funding for, organizes, implements, and evaluates economic development, infrastructure affordable housing projects and program activities. This work requires highly developed communication skills, considerable independent judgment and initiative in combining a broad scope of professional planning, economic development and housing knowledge and sophisticated, analytical judgments in order to solve a variety of problems. The incumbent must also have a detailed knowledge of the workings of City Government and community development activities. Responsibilities include grant writing, coordinating, implementing, evaluating and reporting on programs and projects that support economic development and affordable housing activities.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to, the following:

Constantly use both hands/arms in reaching, handling, grasping, and keyboarding while using a variety of office equipment; frequently bend, twist, stoop and crouch while working at desk, filing and records handling; read and interpret agreements and other documents; use a telephone and computer to communicate with coworkers and public; sit for long periods at a computer; communicate in oral and written form with co-workers and general public. Regularly stand to use a variety of office equipment. Occasionally lift and carry items up to 30 pounds; lift above shoulder and head; carry boxes from one building to another, drive motor vehicle, climb flights of stairs; work long hours.

FAIR LABOR STANDARDS ACT EXEMPTION:

The incumbent of this position spends more than 50 percent of their time as a mid-manager performing office work directly related to management policies or general business operations. The incumbent customarily and regularly exercises discretion and independent judgment. This position is, therefore, "exempt" under the Fair Labor Standards Act as an "Executive Employee."

TYPICAL DUTIES AND RESPONSIBILITIES:

Typical duties may include, but are not limited to, the following:

- Reviews grants literature from local, state, federal agencies and national foundations to identify resource availability consistent with the City's objectives.

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- Develops a current and thorough working knowledge of county, state and federal legislation and regulations relating to grants; helps review new and proposed legislation for impacts on City projects and grants.
- Organizes, writes, and coordinates grant applications and supporting materials (such as site plans, letters of support, project budgets, etc.) in response to requests for proposals, and grant opportunities; oversees the work of others who may assist in the application process.
- Prepares and presents written staff reports with recommendations and findings to the decision-making bodies such as City Council, Planning Commission, Community Development Committee, etc.
- Organizes and facilitates community meetings and participates in community meetings as requested and as necessary.
- Monitors grants activity to ensure adherence to grant timelines and budgets; assists with coordination and/or submittal of requests for extensions and amendments as necessary.
- Prepares quarterly, semi-annual, annual and closeout grant reports for review and submission to grantor and/or other regulatory agencies.
- Works with the Finance Department to ensure that all grant funds due the City are collected and properly recorded; and ensures expenditure transactions are properly recorded per grant terms.
- Comprehends and makes inferences from written materials such as reports, appraisals, land and title reports, and building cost estimates in order to understand project proposals, establish work schedules, and negotiate agreements.
- Assembles a variety of complex and sensitive information and statistical data for presentation in reports, assembles and prepares charts, maps, slides, photographs and other visual aids for attachment to grant applications, proposals and presentations.
- Engages in economic development activities, including business retention and attraction activities, and assisting with the implementation of the City's Economic Development Strategy.
- Assists with the implementation of economic development projects and programs, including planning and implementing programs outlined in the City's Business Development, Economic Development & Housing Development Incentives Policy Manual, as updated and modified over time.
- Produces analytical studies, including collection and analysis of data, evaluation of alternative courses of action, and the preparation of sound recommendations and effective narrative and statistical reports.
- Stays current on issues relative to the field of economic development, capital improvement programs, affordable housing and relative service delivery responsibilities.
- Works with various committees and non-profit organizations providing economic development services in the region.

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- Works to establish new economic development initiatives in Fort Bragg.
- Establishes and maintains positive working relationships with representatives of community organizations, state and local agencies, City staff and the public.
- Responds to and resolves sensitive and complex community inquiries and complaints.
- Performs miscellaneous duties as assigned.

MATERIALS, EQUIPMENT AND TOOLS:

Computer terminal, keyboard, personal computer programs such as Windows and Microsoft Office.

SPECIAL REQUIREMENTS:

Possession of a valid Class C or higher California driver's license.

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles and practices of grant administration, grant accounting, and budgeting.
- Municipal operations, procedures, policies, laws, objectives, and organization.
- Research and analysis methods and techniques; statistical and financial analysis techniques.
- Economic development principles, practices, and techniques; current trends in regional and national redevelopment.
- Affordable housing development, financing, feasibility analysis, rehabilitation loan programs, and etc.
- Effective communication techniques for both oral and written presentations.
- Community Development Block Grant program, and/or other federal funding programs for City projects, economic development and affordable housing, California redevelopment laws, City policies and ordinances, City zoning and sign codes, site plan review methods, urban design principles, development methods for redevelopment programs, and City planning and zoning processes.
- Principles, techniques, and practices of accurate and thorough record keeping.

Ability to:

- Understand and interpret various Federal, State, and County laws and regulations and apply them in a variety of procedural situations.
- Coordinate compliance with grant requirements.
- Perform responsible and difficult administrative work with accuracy, speed and initiative.
- Analyze situations accurately and adopt an effective course of action.
- Prepare analytical reports and critiques of both policy and administrative matters.

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- Compile and analyze relevant information and draw valid conclusions to develop recommendations to resolve issues.
- Understand, conduct and interpret analytical studies and surveys.
- Compile and analyze relevant information and draw valid conclusions to develop recommendations to resolve issues.
- Organize workload to ensure responsibilities are completed timely.
- Manage competing deadlines, short-term deadlines, and frequent changes/additions to planned schedules.
- Use a personal computer to generate reports and maintain records in word processing and spreadsheet software.
- Communicate effectively both orally and in writing.

MINIMUM EDUCATION/EXPERIENCE:

- Bachelor's Degree from an accredited college or university in Public or Business Administration, Finance, Economic Development or a related field.
- Four (4) years progressive responsible work experience working for or with grants and/or grant agencies; redevelopment, affordable housing development, public or private project management, urban planning, economics, and/or business assistance.

DESIRABLE EDUCATION/EXPERIENCE:

Master's degree from an accredited college or university in one of the fields outlined above, membership in related professional organizations, and/or two additional years of related experience.

NOTE: *Accommodations may be made for some of the essential functions/requirements listed for qualifying individuals who require and request such accommodations due to a qualifying disability.*